

Message

From: Wiggins, Lanelle [Wiggins.Lanelle@epa.gov]
Sent: 2/12/2019 8:35:29 PM
To: RSC Core [RSC_Core@epa.gov]; Moore, Sonya [Moore.Sonya@epa.gov]; Zull, Aaron [zull.aaron@epa.gov]; Morales, Monica [Morales.Monica@epa.gov]; Tyler, Kendra [Tyler.Kendra@epa.gov]; Young, Margo [Young.Margo@epa.gov]
CC: RMD Desk Officers [RMD_DO@epa.gov]
Subject: FW: OP Spring 2019 Reg Agenda Data Call
Attachments: Fall-2018-Published_EPA_AgendaPlan.xlsx; ADPTracker-Report-RegAgenda_01-30-2019.xlsx; Spring 2019 Regulatory Agenda Review Instructions.docx

Hi All,

I know it is only one extra day, but I'm sure you can use it...

Please make changes to your Reg. Agenda entries or enter additional Reg. Agenda entries, with OP's and OGC's reviews, by **Tuesday, February 19, 2019**.

Thanks,
Lanelle

Lanelle Bembenek Wiggins

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From: Muellerleile, Caryn
Sent: Thursday, January 31, 2019 5:07 PM
To: RSC Core <RSC_Core@epa.gov>; Moore, Sonya <Moore.Sonya@epa.gov>; Zull, Aaron <zull.aaron@epa.gov>; Morales, Monica <Morales.Monica@epa.gov>; Tyler, Kendra <Tyler.Kendra@epa.gov>; Young, Margo <Young.Margo@epa.gov>
Cc: Wiggins, Lanelle <Wiggins.Lanelle@epa.gov>; Adams, Darryl <Adams.Darryl@epa.gov>; RMD Desk Officers <RMD_DO@epa.gov>
Subject: OP Spring 2019 Reg Agenda Data Call

Greetings,

For those unable to attend this morning's RSC meeting due to conflict or phone issues, please see the information below.

* Quick Update on Lotus Notes and access to ADP Tracker & FR Dailies *

- The 9/27/2018 RSC meeting contained mention of acquiring a Lotus Notes license for CY-2019 in order to continue using ADP Tracker and/or FR Dailies. ([summary on the 10/11/18 page](#)).
- Individuals who find themselves without Notes access now need to contact their Information Management Officers (IMO); it is unclear whether being added to Notes is going to be easy or difficult or if it will vary by office.
- IMO list is available [here](#).
- All of the information below and the attachments to this message are mechanisms to try to help you work on this Reg. Agenda cycle outside of Lotus Notes, if necessary.

Spring 2019 Reg Agenda

- OP does not yet have OMB's call letter, but we are told it is coming soon. If possible, we will extend the due date for entries after receipt of the call letter. For now, expect that OP will request your response with modifications to entries by COB **Friday, February 15, 2019**.
- The acting Administrator has expressed interest in reviewing EPA's spring agenda, so please give additional scrutiny to your offices' entries, particularly those of higher tier levels.
- The attached spreadsheet of fall 2018 entries is a reference for you to see how most actions appeared in the current publication.
- The attached ADP Report spreadsheet, dated 1-30-2019, contains the compiled list of current and new Reg. Agenda Entries, and some key data for each. Note: time table information in this spreadsheet is likely to be more out-of-date than what appeared in the fall 2018 agenda or in the action's current timetable. This is because ADP Reporting pulled data from the Reg. Agenda Entry submitted by your AAship last August (2018).
- The attached Spring 2019 Instructions document is meant to help you update most key pieces of data for existing Agenda entries without using Lotus Notes. Using the ADP Report spreadsheet, make updates to actions in appropriate cells and highlight any cell that has been modified.
- Changes to Reg. Agenda entries will need to be made, with OP's and OGC's reviews, by ~~Friday, February 15, 2019~~. Whether someone in your office does this in ADP Tracker and submits using the standard Reg Agenda workflow, or if you elect to send your spreadsheet edits to your RMD Desk Officer, is up to you based on Lotus Notes access. Note that OGC attorneys will not be able to review in Lotus Notes.

This information is also available at the RSC SharePoint site at [Spring 2019 Agenda](#).

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